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Useful Information Concerning

Book Impositions

INCLUDING ALL THE MODERN LAYOUTS & PRACTICAL ADVICE TO THE PUBLISHER AND PRINTER

Compiled and Published

J. F. TAPLEY CO.

BOOK MANUFACTURERS

NEW YORK

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"TAPLEX BINDINGS"

IN PRESENTING this little booklet to you, we do so with a feeling that it will fill a long felt, and hitherto unfilled, want; particularly as book impositions have been and always will be one of the most vital essentials in bookmaking.

To select the imposition best suited to a publication invariably rests with the binder, dependant, of course, upon the imposing equipment of the printer.

Obviously it is desirable to use at all times an imposition which shall permit the folding of as many signatures from the full sheet at one operation as the size and weight of paper will permit.

To begin with, we must first ascertain the size of the full sheet to be printed, knowing this, determine the number of pages to be put into each signature; four, eight, twelve,* sixteen, twenty,* twenty-four,* or thirty-two.

It is clearly understood that weight of paper governs the number of pages in a signature. Bible papers work best in units of 32 pages, light weight coateds, supers, machine finishes and antiques may also be attempted, in 32's provided perforating devices are available on the folders. Medium and heavy weight coateds, supers, machine finishes and antiques must be limited to eight or sixteen page signatures. Books consisting of but sixteen, thirty-two or sixty-four pages, may, if heavy papers are used, or added appearance of bulk is desired, be imposed as eight page signatures.

The following table gives the maximum and minimum full sized sheets taken by the usual machines found in all binderies, the pagination of signatures folded, and the style of machine.

* Indicates unusual signatures.

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MACHINE	FOLDS	SMALLEST SHEET	LARGEST SHEET	FOLDED SIGNATURES	
				Smallest	Largest
One Fold	4-page 1 Fold	6x8	10x14	4x6	7x10
8-page Jobber	8-page only	14x19	36x48	7x9½	18x24
16-page Jobber	One 16	14x19	36x48	4¾x7	12x18
Single Point	One 16	12½x14	† 24x36	3½x6¼	† 9x12
*Double Point	Two 16s	14x25	31x44	3½x6¼	7¾x11
*Drop Roll	Two 16s	21x31½	38x52	5¼x7⅞	9½x13
Quadruple No. 1	Four 16s	28x36	36x52	4½x7	6½x9
Quadruple No. 2	Four 16s	30x38	38x54	4¾x7½	6¾x9½
Jobbers	One 32	14x19	36x48	3½x4¾	9x12
Mag.-Jobber	Two 32s	19x26	45x62	3¼x4¾	7¾x11¼

* Also inserts one 16 into other to give 32-page signature if desired

† Obtained by running single-point sheet on double-point machine

IMPOSITION SCALE OF WEIGHTS

Based on papers 25x38 basis to show how to obtain best results in folding, and proper imposition

25x38 BASIS	FULL SIZE SHEET		SIGNATURES TO SHEET	PAGES TO SIGNATURE	MACHINE IMPOSITION
	SMALLEST	LARGEST			
India-Bible	14x19	36x48	One	Thirty-two	Jobber
40 pound	21x31½ 14x19	38x52 36x48	Two One	Sixteen Thirty-two	*Drop roll to insert Jobber
50 pound	14x19 21x31½	36x48 38x52	One Two	Thirty-two Sixteen	Jobber *Drop roll to insert
60 pound	21x31½ 28x36 or 30x38	38x52 36x52 or 38x54	Two Four	Sixteen Sixteen	*Drop roll Quadruple } Insert if desired.
70 pound	21x31½ 28x36 or 30x38	38x52 36x52 or 38x54	Two Four	Sixteen Sixteen	*Drop roll Quadruple } Insert if desired.
80 pound	21x31½ 28x36 or 30x38	38x52 36x52 or 38x54	Two Four	Sixteen Sixteen	*Drop roll Quadruple
90 pound	21x31½	38x52	Two	Sixteen	*Drop roll
100 pound	21x31½	38x52	Two	Sixteen	*Drop roll
110 pound	21x31½	38x52	Two	Sixteen	*Drop roll
120 pound	21x31½	38x52	Two	Sixteen	*Drop roll
130 pound	21x31½	38x52	Two	Sixteen	*Drop roll
140 pound	Consult	Binder	One	Eight or Sixteen	Square form for hand folding

*Drop roll and double point is same imposition. Size of sheet governs, Drop Roll smallest 21x31 1-2 to 38x52 largest; Double Point smallest 14x25 to 31x44 largest.

The foregoing tables may be taken as a guide for all ordinary work. As nearly every contract has some peculiarity, either of paper, pagination, margins or layout, it is always wise to have a proof of first form approved by the binder while making ready on the original run.

Starting with the proper imposition, careful attention should be paid to the placing of round or slit points, guide edges, indicators and cutting of sheets on press if such is to be done.

The grain of all papers should run parallel to the backbone of the book. All papers should be *squared before printing* if guide edges are to be used in folding.

Drop roll, double or single point sheets should have round point holes *perforated through the sheet*—two sets between heads on double point and drop roll sheets, and one set on single point sheets, placed 15 inches apart, centered between heads.

Quadruple sheets should have two sets of automatic point slits, *clearly and sharply perforated,* not less than 6 inches nor more than 8 inches away from edge of sheet.

It is the custom for printers to deliver all sheets uniformly jogged up to binders ready for hand or automatic feeding. Sheets not jogged up, broken or transposed guide edges, omitted or mixed point holes, point holes or slits not punched through, necessitate extra labor not estimated upon and carry an extra charge to the printer or publisher.

Use *care* and the results will be uniformly satisfactory.

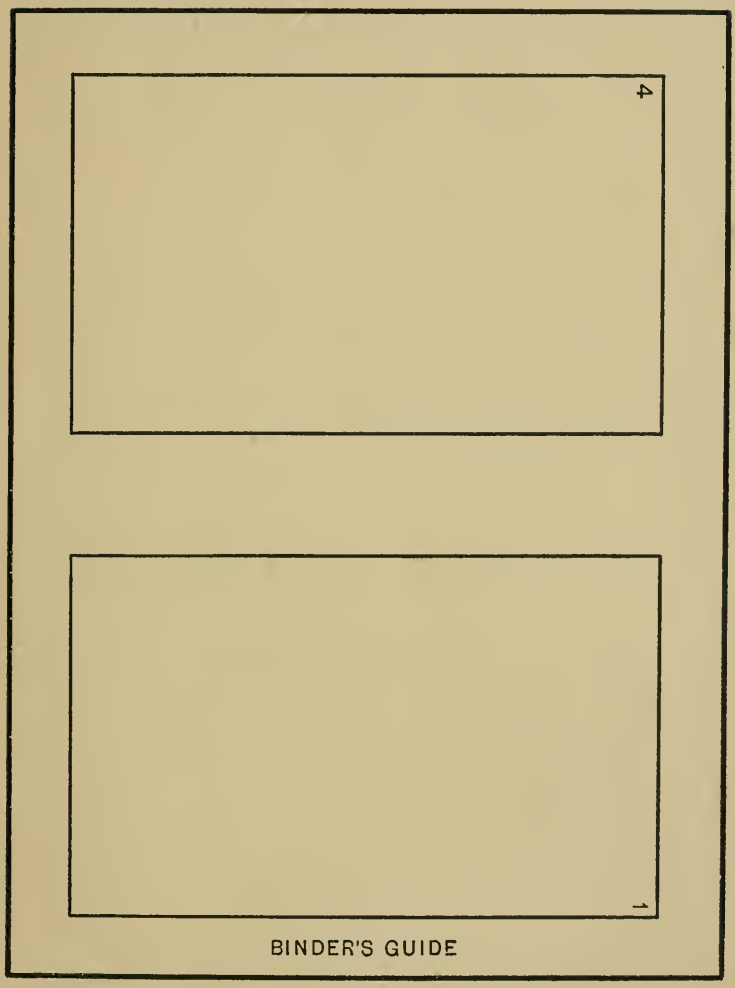
The following impositions are intended as a guide to printers when printing all of the modern layouts and represent the various methods of folding ordinarily used; special folds, peculiar arrangements incident to loose leaf and other bindings can only be determined by analysis of such propositions. *Consult the Binder.*

FOUR PAGES HAND FOLD

(Also Single Fold Machine)

SINGLE FOLD

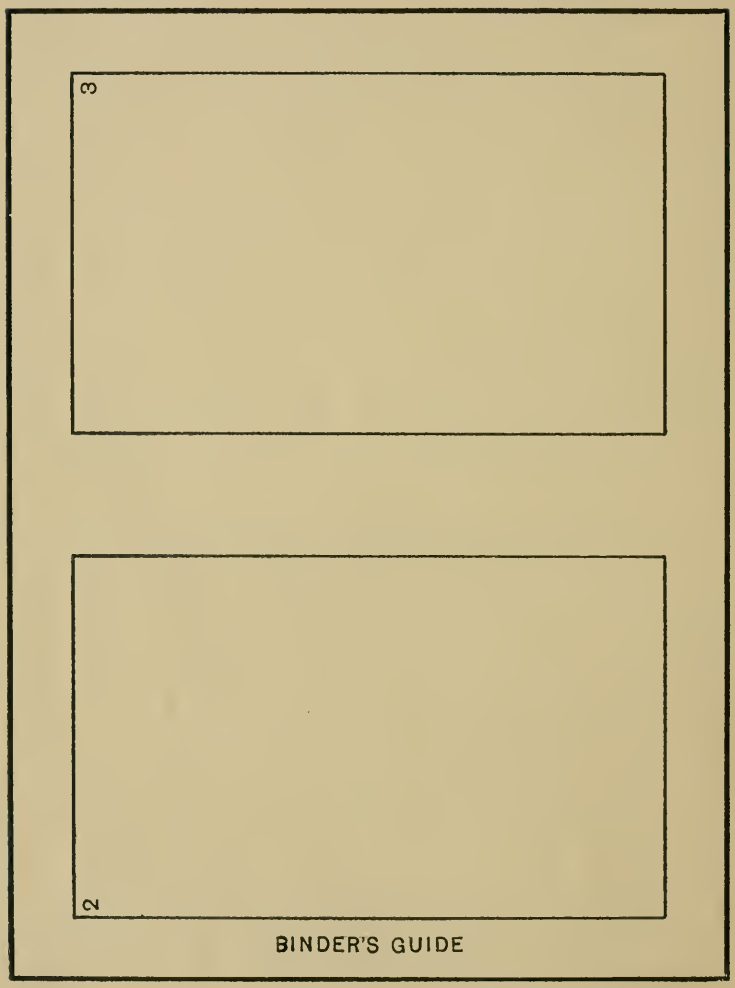
OUTSIDE FORM



FOUR PAGES HAND FOLD

(Also Single Fold Machine)

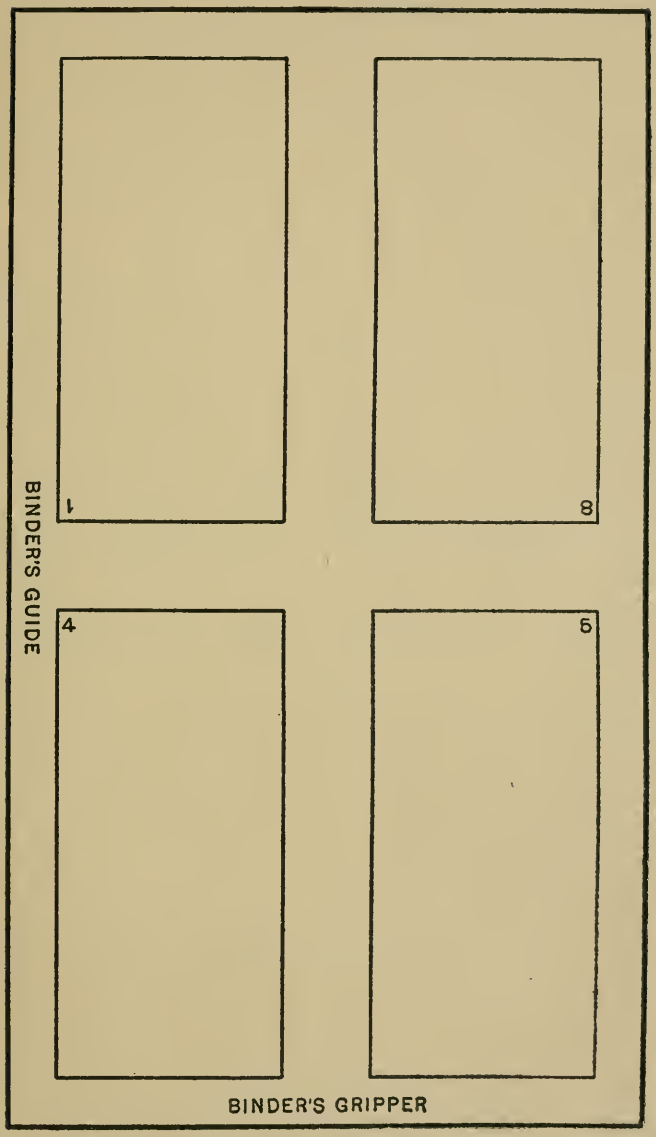
SINGLE FOLD INSIDE FORM



EIGHT PAGES HAND FOLD

(Also Jobber Machine)

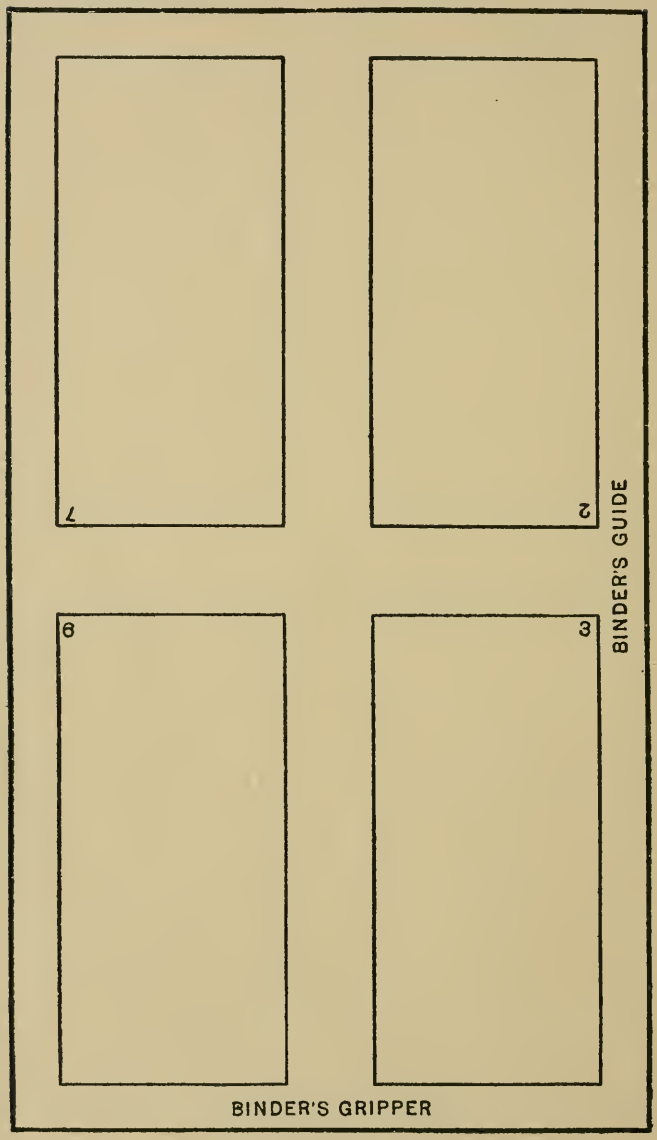
TWO FOLD OUTSIDE FORM



EIGHT PAGES HAND FOLD

(Also Jobber Machine)

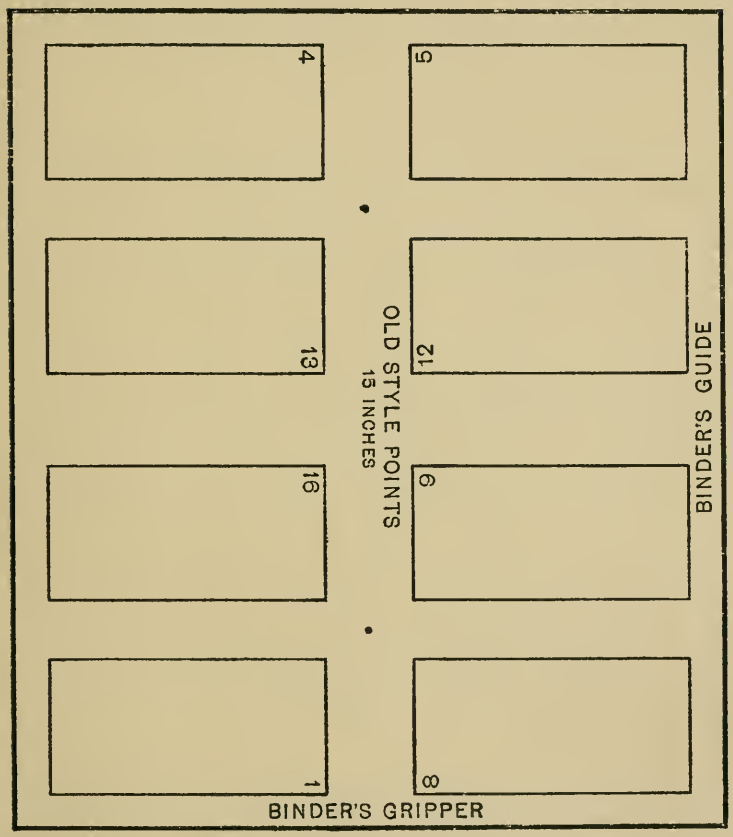
TWO FOLD INSIDE FORM



SIXTEEN PAGE

Jobber or Single Point Machine

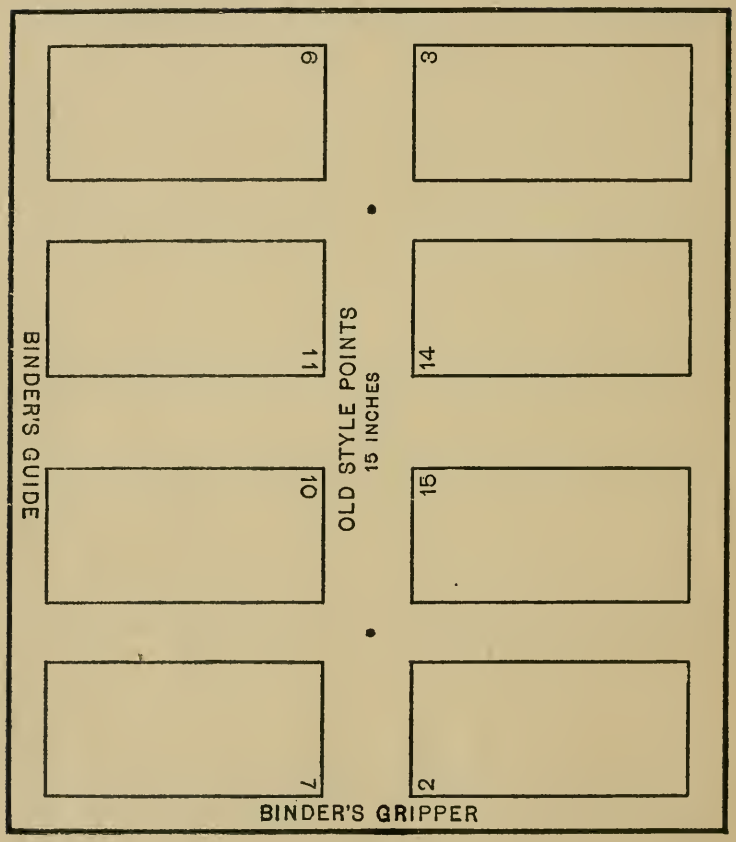
ONE SIGNATURE THREE FOLDS OUTSIDE FORM



SIXTEEN PAGE

Jobber or Single Point Machine

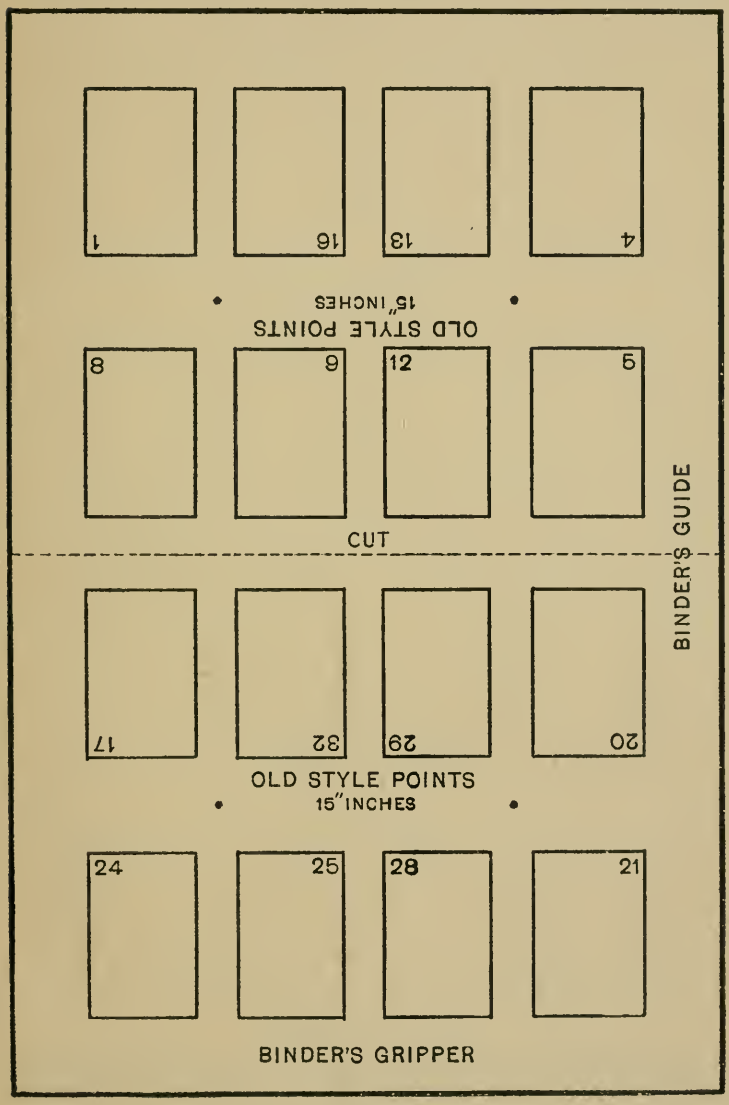
ONE SIGNATURE THREE FOLDS INSIDE FORM



THIRTY-TWO PAGE

Double Point or Drop-Roll Machine

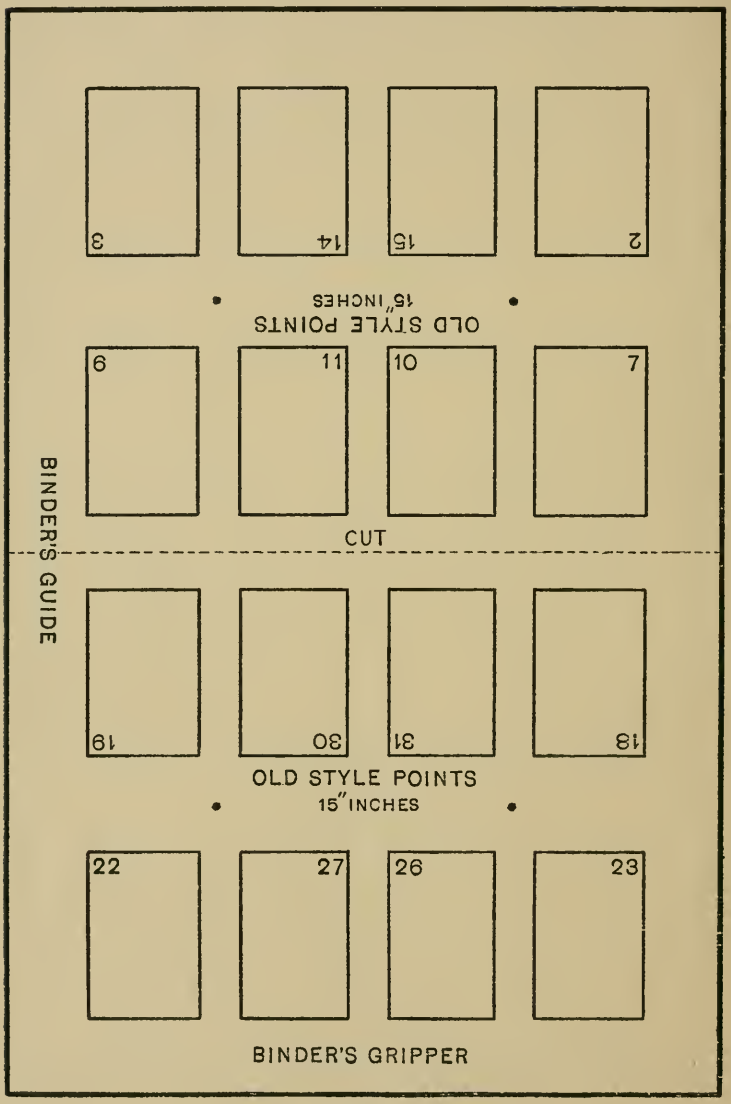
TWO SIGNATURES 16 PAGES THREE FOLDS OUTSIDE FORM



THIRTY-TWO PAGE

Double Point or Drop-Roll Machine

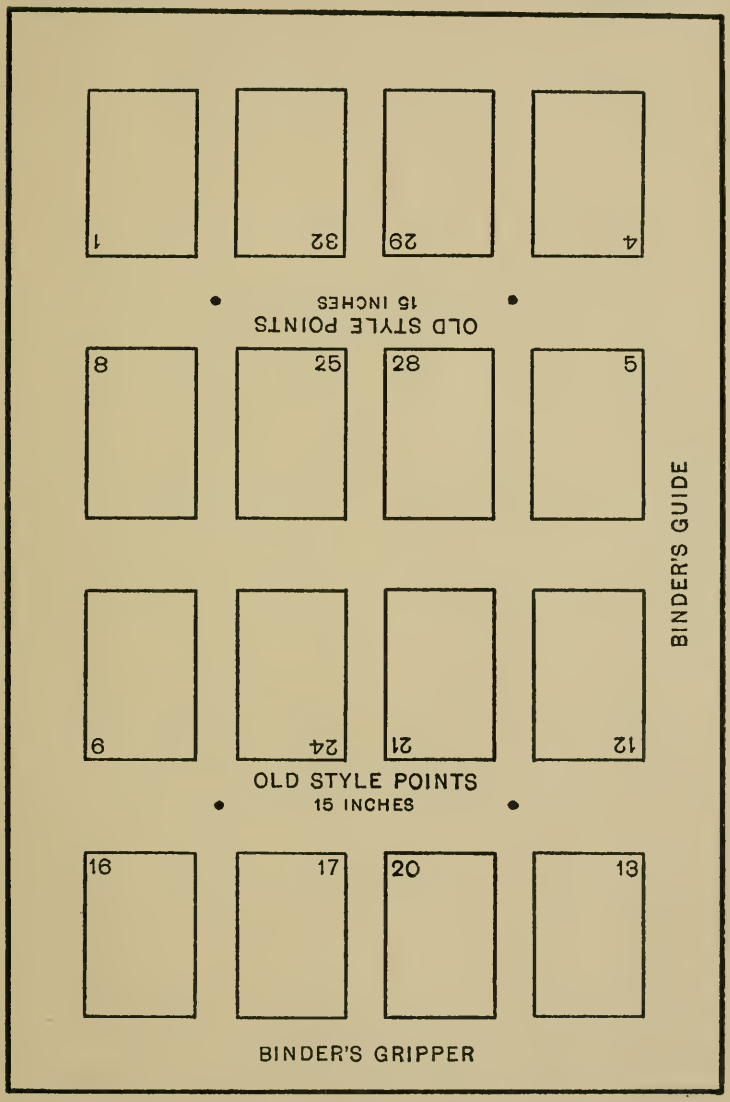
TWO SIGNATURES 16 PAGES THREE FOLDS INSIDE FORM



THIRTY-TWO PAGE

Double Point or Drop-Roll to Insert on Machine. Two Inserted 16 Page Signatures

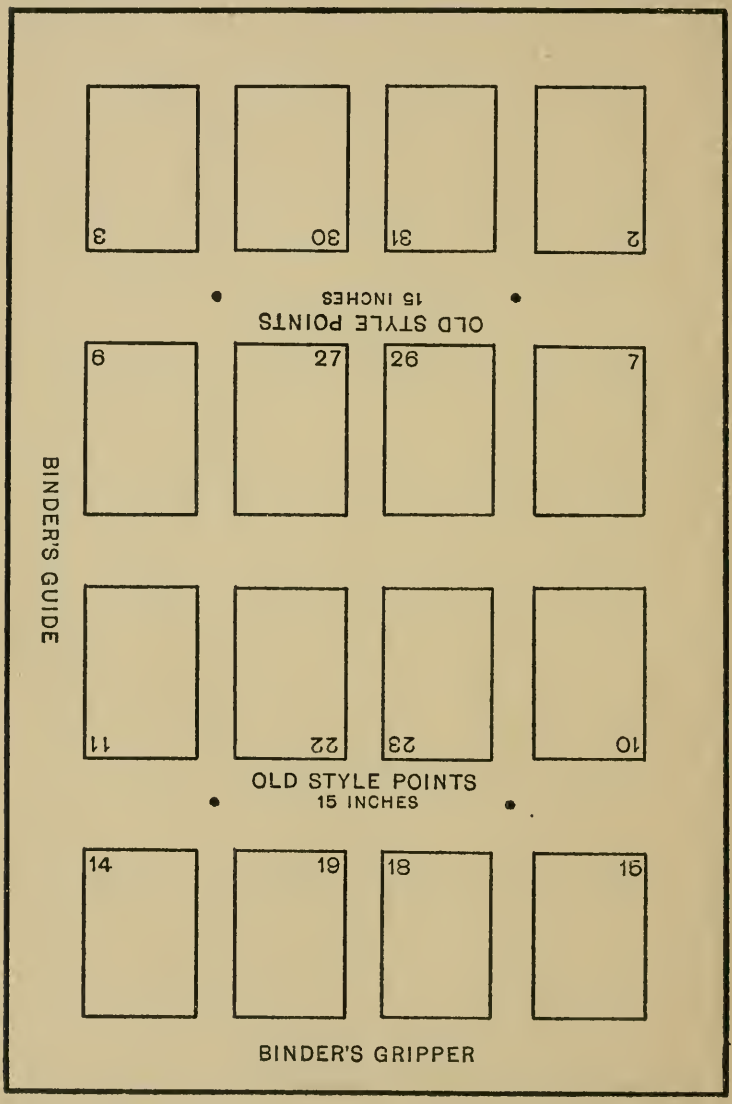
THREE FOLDS OUTSIDE FORM



THIRTY-TWO PAGE

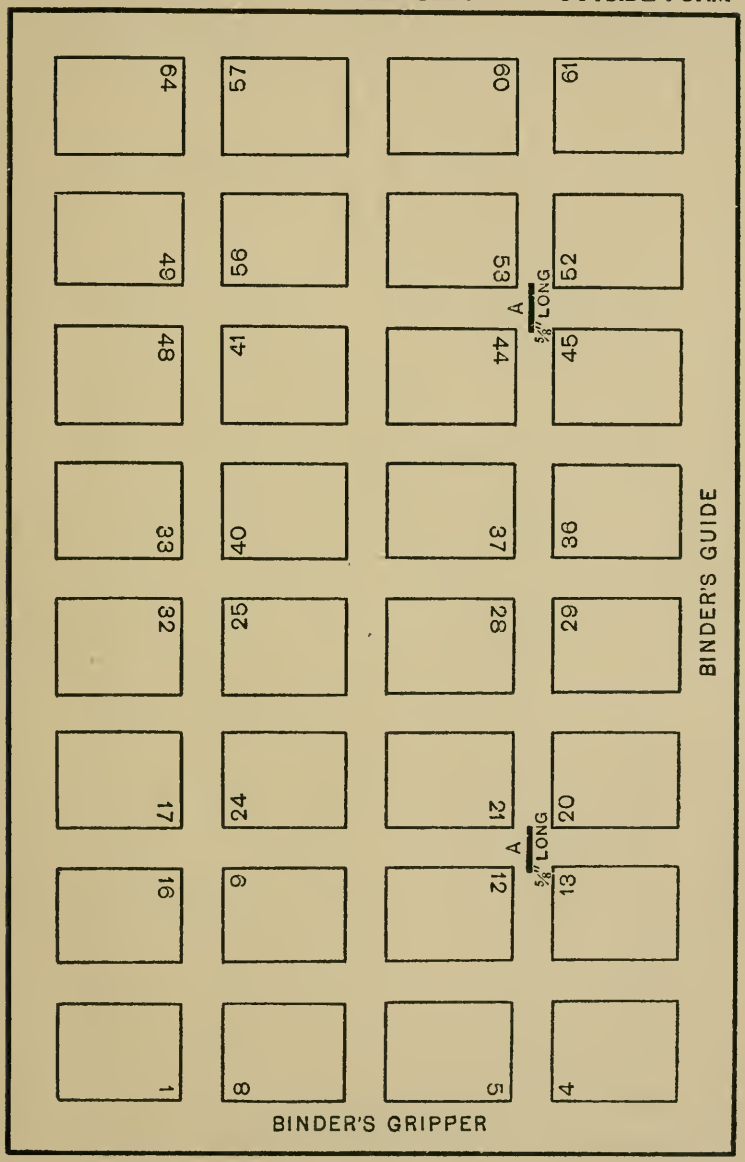
Double Point or Drop-Roll to Insert on Machine. Two Inserted 16 Page Signatures

THREE FOLDS INSIDE FORM



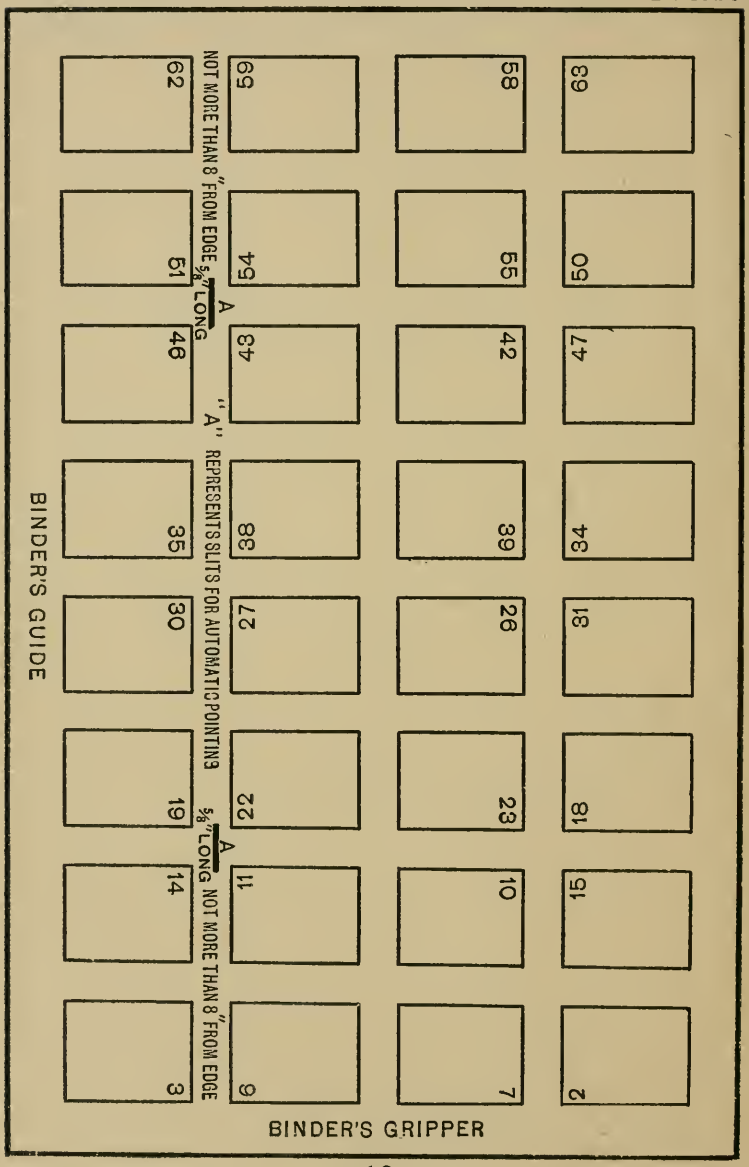
SIXTY-FOUR PAGE QUADRUPLE

FOUR SIGNATURES THREE FOLDS OUTSIDE FORM



SIXTY-FOUR PAGE QUADRUPLE

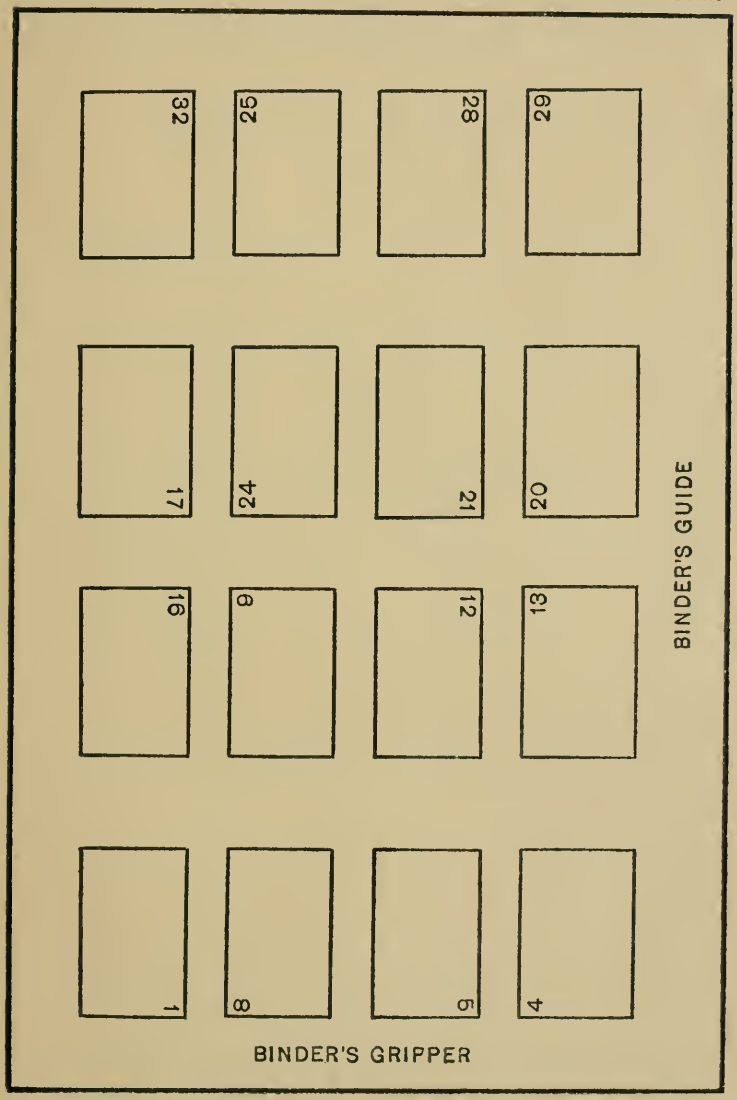
FOUR SIGNATURES THREE FOLDS INSIDE FORM



THIRTY-TWO PAGE

Quadruple Machine Oblong Fold Two Signatures 16 Pages

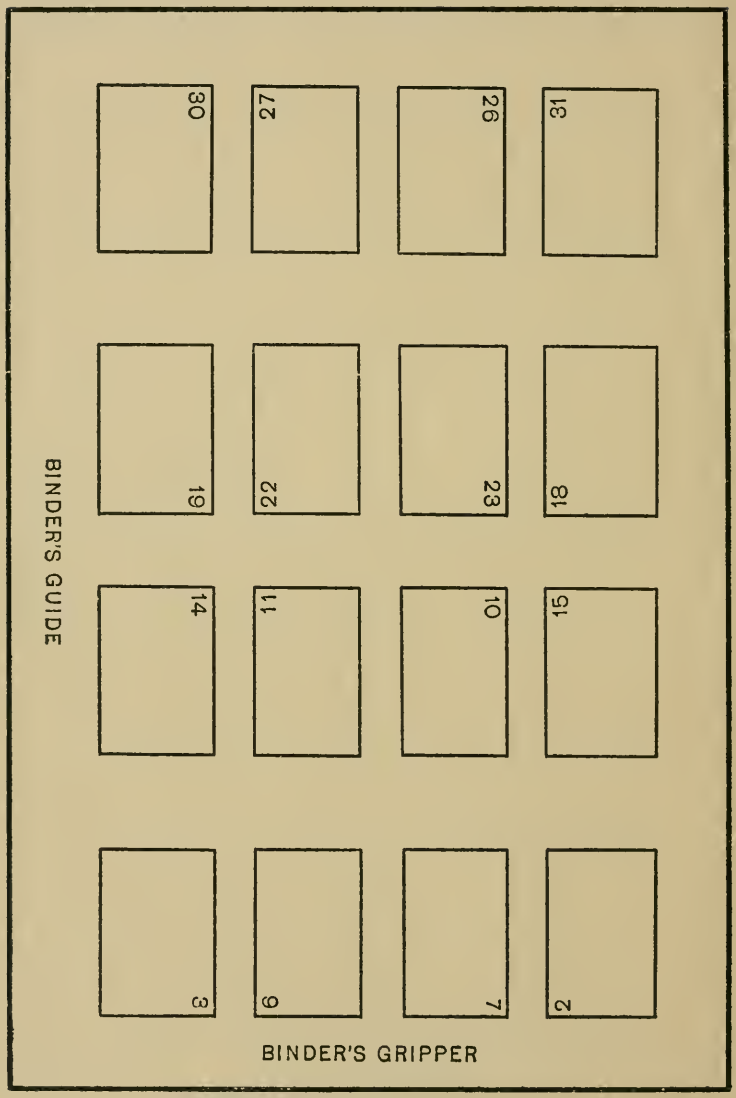
THREE FOLDS OUTSIDE FORM



THIRTY-TWO PAGE

Quadruple Machine Oblong Fold Two Signatures 16 Pages

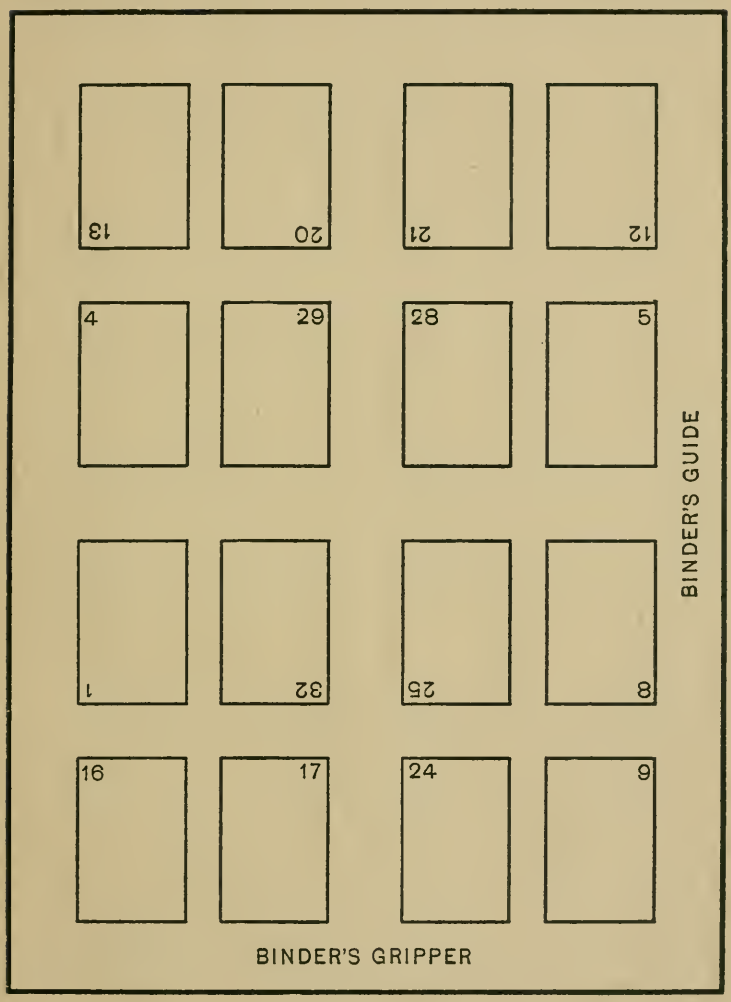
THREE FOLDS INSIDE FORM



THIRTY-TWO PAGE

Special Jobber One Signature

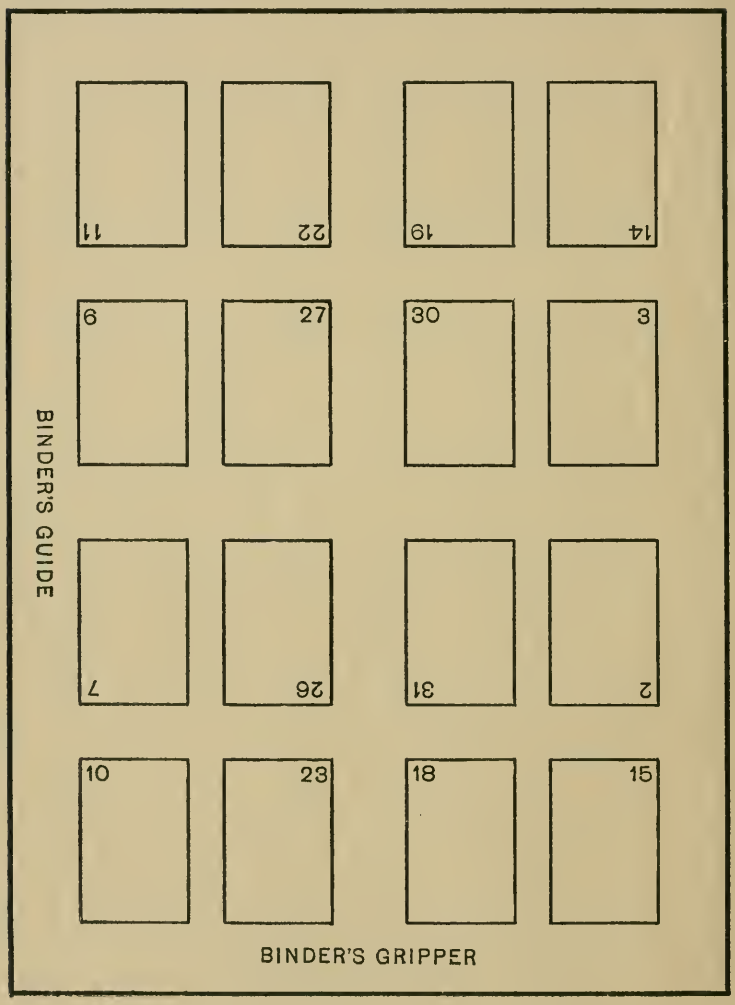
FOUR FOLDS OUTSIDE FORM



THIRTY-TWO PAGE

Special Jobber One Signature

FOUR FOLDS INSIDE FORM



IT IS NOT deemed wise to show the Magazine double-thirty-two imposition in this booklet owing to the few machines in use in edition binderies.

The impositions shown herein comprise the usual run of layouts in constant use. Twelve, twenty and twenty-four page signatures are invariably planned for special propositions and require careful analysis and preparation.

In handling small vest-pocket editions, manufactured in large quantities, two, three, four, five and even six-up impositions are often used. These must be planned to suit the facilities of the individual binder.

It has been found that nearly every folding machine now in use is capable of making a variety of folds not originally intended for it, consequently it is always wise on special propositions to give a binder the privilege of experimentation. For example the special thirty-two page Jobber machine, for which the regular imposition is shown herein, can handle a double thirty-two-fold twelve-mo book as a two-up proposition.

Forms of illustrations for pasting, or intended as single fold jackets or inserts should be carefully planned to give the binder ample head, side and tail trim, and the proper margins at gutter and head after trimming. True alignment is necessary and proper care should be exercised to secure appropriate positions of cuts in relation to the type pages they are to face.

WE ARE always pleased to supply special imposition layouts and welcome an opportunity of aiding any who do not clearly understand the layouts shown in this booklet.

You will find our folding and general binding equipment sufficient at all times to meet your requirements. Should it be impossible for you to visit our office to talk over any proposition, our representatives will be sent at your convenience to secure facts for estimate, plan your binding specifications and aid you with valuable suggestions.

Our organization and facilities are such that no proposition, however gigantic it may seem, is beyond us. With sufficient time to organize for it we can handle any special proposition that may be evolved.

We solicit your inquiries relative to any subject in book manufacturing and you will find us ready at all times to assist the publisher or printer in the daily problems which confront them.

J. F. TAPLEY COMPANY
THE PROGRESSIVE BINDERS
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